

Job posting preview

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Bulletin Number 14663BR

Type of Recruitment Open Competitive Job Opportunity

Department Human Resources Countywide Exams

Position Title WAREHOUSE WORKER AID

Rebulletin Information **THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE FILING PERIOD, UPDATE SALARY, EXAMINATION CONTENT INFORMATION, SPECIAL INFORMATION, AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING.**

APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, FEBRUARY 23, 2015 AT 8:00AM.

FILING WILL BE SUSPENDED AFTER THE FIRST 500 APPLICATIONS ARE RECEIVED OR BY WEDNESDAY, FEBRUARY 25, 2015 AT 5:00PM, WHICHEVER OCCURS FIRST.

THIS EXAM WILL RE-OPEN AS THE NEEDS OF THE SERVICE REQUIRE.

Exam Number R2329J

Filing Type Open Continuous

Filing Start Date 02/23/2015

Salary Type Monthly

Salary Minimum 2592.00

Salary Maximum 3387.00

Position/Program Information Performs a combination of routine, manual and supply-clerical duties. Positions allocable to Warehouse Worker Aid typically report to a higher level warehouse worker and perform duties related to handling materials and supplies. Positions allocable to this entry-level class assist higher level warehouse workers by principally performing the manual tasks normally associated with a supply operation. They also assist in the clerical phases of that operation. Incumbents must have the ability to perform simple addition, subtraction, multiplication and division, read and follow simple instructions, policies, and procedures and use basic keyboarding skills in accessing,

retrieving, and entering warehouse information on video display terminals using established data bases and commonly used software programs.

Essential Job Functions

Loads and unloads trucks and may operate specialized equipment such as forklifts for the handling of heavy materials. Unpacks supplies while checking descriptions, amounts, and identification numbers. Places supplies into appropriate warehouse or storeroom locations and checks existing inventories for current levels and discrepancies. Interface with vendors delivering purchased supplies to user work units as needed. Fills requisitions and issues supplies, including the packing, addressing, weighing, and marking for postage when required. Accesses video display terminals to look for location of materials, check shelf quantities, obtain general item descriptions, or trace back orders. Posts issues and receipts to bin cards or other documents. Dispenses gas and oil and charges to appropriate vehicle and department. Checks markings on supplies received against purchase orders or other documents, in cases not involving difficult identification problems, to determine that there is agreement in quantity and kind and that there is no obvious damage. Issues and checks tools and equipment used by work crews. Participates in the taking of supply or equipment inventories. Perform custodial and minor gardening work in keeping storage facilities and adjoining yard areas in a clean and orderly condition as needed. Oversees a small and specialized stockroom with a limited variety and number of line items with responsibility for the receiving and checking of merchandise and the performance of simple supply-clerical tasks such as the taking of physical inventories or posting to bin cards, however not involving responsibility for the replenishment of supplies or the establishment of stock levels as needed. Provide general and technical direction to inmates or County employees in materials-handling activities as needed. Drive a truck in picking up or delivering supplies or in hauling debris as needed. Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.

Requirements

MINIMUM REQUIREMENTS: No training or experience is required.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)
Required**

A valid California Class C Driver License may be required to perform the job-related essential functions of some positions in this class.

**Special
Requirement
Information**

License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**Examination
Content**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, achievement and orientation, dependability, customer service potential, customer focus, conscientiousness, and retention.

NOTE: Applicants that have taken identical written test parts for other exams within the last 12 months will have their written test score(s) for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination and may not be allowed to re-take any identical part(s) for the next 12 months.

Applicants who are concurrently competing for Warehouse Worker I and Warehouse Worker II will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

Invitation letters may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Make sure to add JWILLIAM@HR.LACOUNTY.GOV to your address book to ensure our emails reach your inbox.

Exam results will be mailed via United States

Postal Service (USPS). Written test scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must receive a passing score of 70% or higher on the examination in order to be placed on the Eligible Register.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized portion of the test by going to the following website:

http://www.shldirect.com/practice_tests.html

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible register will be used to fill vacancies in various departments in the County of Los Angeles as they occur.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**Available Shift
Application and
Filing
Information**

Any

APPLICATIONS MUST BE FILED ONLINE ONLY.
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE: Apply online by

clicking the tab that reads "Apply to job". You can also track the status of your application using this system. We must receive your application by the time filing closes.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER : All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will not complete your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or

disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

If you have a disability which requires a reasonable accommodation, such as a reader or interpreter, you must contact our ADA Coordinator via email at adarequests@hr.lacounty.gov.

Department Contact Name	Joset Williams
Department Contact Phone	213-738-2051
Department Contact Email	jwilliam@hr.lacounty.gov
ADA Coordinator Phone	adarequests@hr.lacounty.gov
Teletype Phone	800-899-4099
California Relay Services Phone	800-738-2922
Alternate TTY Phone	800-897-0077
Job Field	Warehouse and Inventory Control
Job Type	All Others

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